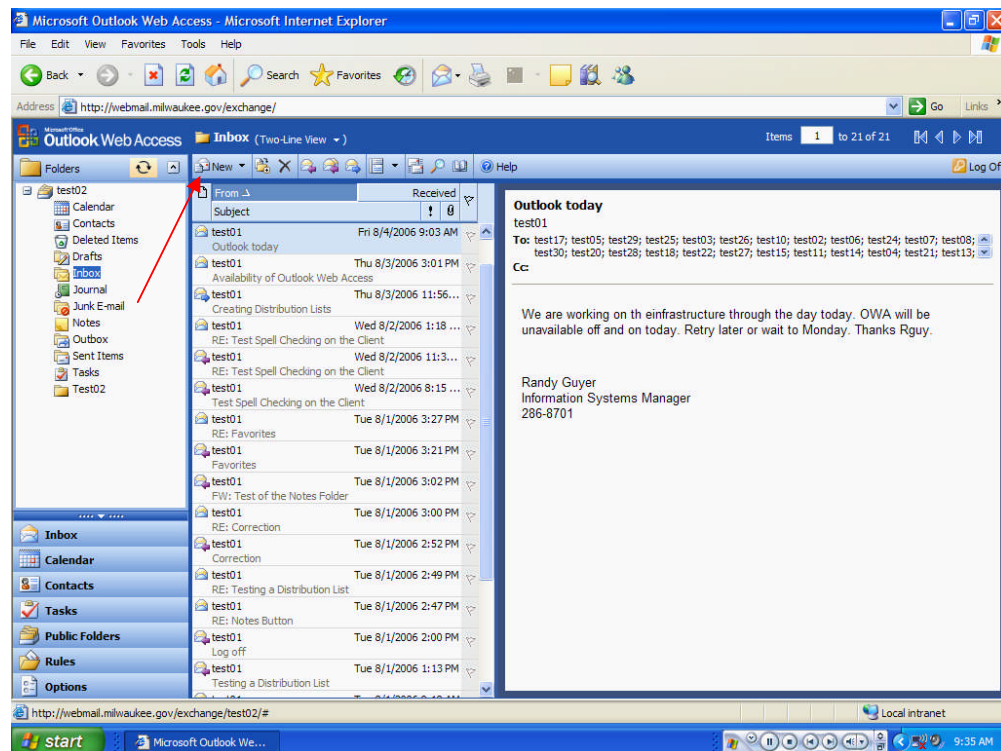
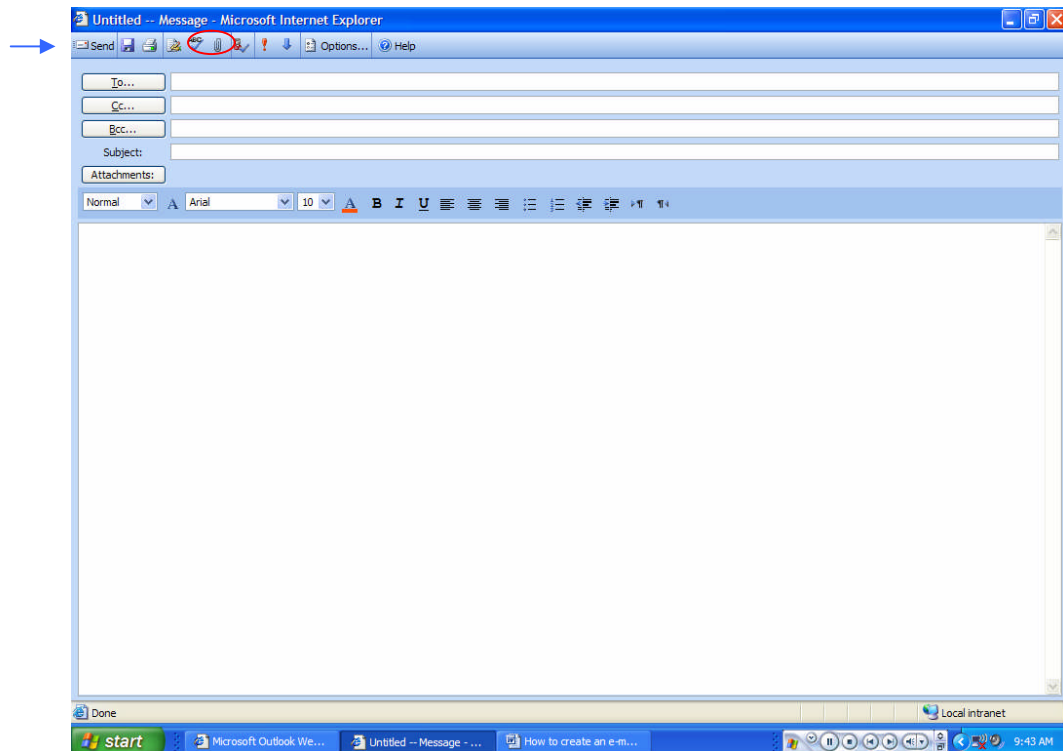



How to Attach a File to a Message

1. On the toolbar, click the **New Message** button.

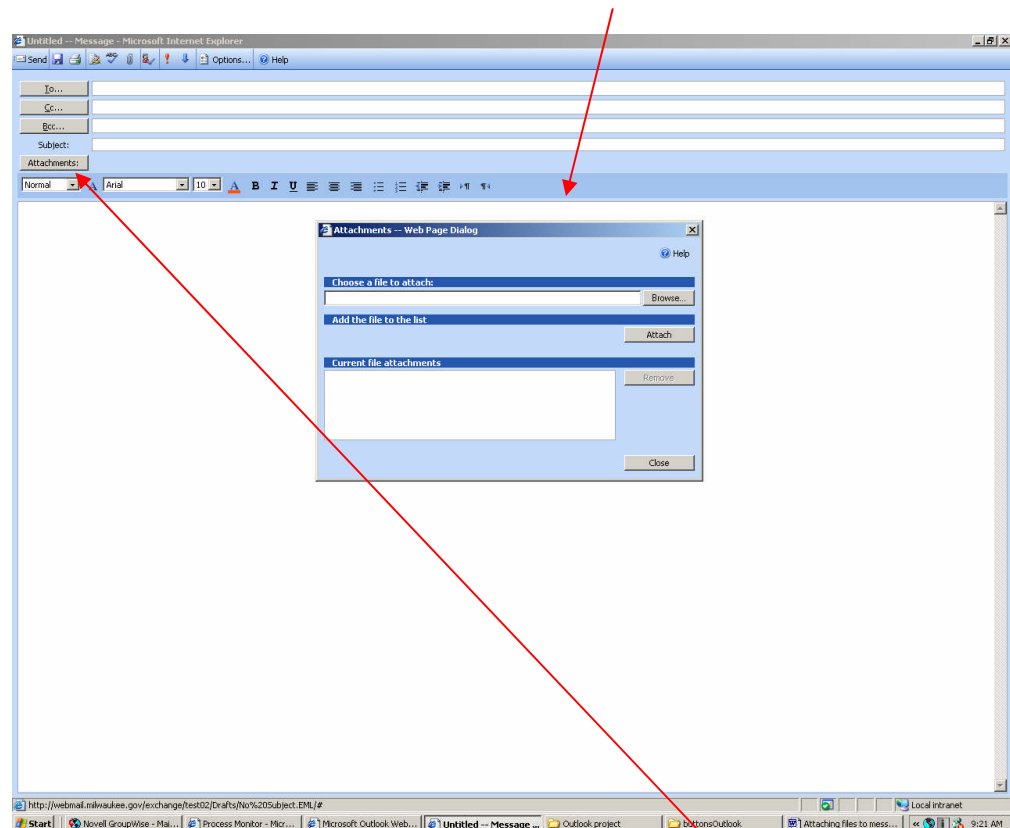


2. An untitled Message form will appear.



3. After entering the recipients e-mail address and typing your message, click on Attachment button to start the attachment process. 

4. An attachments- Web Dialog box will appear



4. Click the Browse button to choose the path of the file to be attached.
5. Click the Attach button, the attached file will appear in current file attachments then press the close button.
6. The file will appear in the Attachments: section in the Message form.